

Department of Public Health  
and Human Services

Section:  
NONFINANCIAL REQUIREMENTS

TANF CASH ASSISTANCE

Subject:  
Furnishing A Social Security Number

**Supersedes:** FAIM 303-1 (09/01/98)

**≥References:** 45 CFR 205.52, and 264.10; ARM 37.78.102

**GENERAL RULE**—Each applicant or participant is required to furnish a social security number (SSN) or make application if one has not been issued or is not known. This requirement applies to the specified caretaker relative, the children, and any other required filing unit member. Furnish means to simply provide the SSN either verbally or in writing. A hard copy of the SSN is not required nor does a hard copy have to be kept in the case file. TEAMS interfaces daily with the Social Security Administration (SSA) to verify the furnished numbers.

**OBTAINING/  
VERIFYING A  
SOCIAL SECURITY  
NUMBER**

If a social security number has not been assigned or is unknown, the individual is required to apply for one at the local Social Security Administration office. A receipt or a copy of Form SS-5, "Application for A Social Security Number" will be sufficient documentation until the SSN has been assigned. The assigned SSN for each filing unit member once entered on the SSDO screen, will be verified (TEAMS code 'AG') via the daily interface with the Social Security Administration (SSA). Once the 'AG' code is entered, the SSN does not have to be re-verified or furnished again unless a name change has occurred.

An assigned SSN must be verified no later than the next redetermination date from the date of SSN application unless good cause exists (Section 1509-1). Document the action taken in CASE NOTES (CANO).

**NEWBORN'S  
SSN**

The newborn's caretaker relative must make application for and provide verification of the child's SSN either by using the form provided by the hospital, or Form SS-5 from the Social Security Office. This requirement must be completed by the caretaker relative by the first day of the second month following the mother/newborn's release from the hospital. Benefits may be provided to the child prior to receipt of the assigned SSN. Because the newborn is new to TEAMS, the SSA interface does not assign the SSN nor will the 'AG' code be displayed until the actual SSN is entered. TEAMS will assign a temporary number and an ALERT will be set by TEAMS to remind the Eligibility Case Manager to request the SSN from the child's caretaker relative. The mother (or other caretaker relative) must furnish the actual SSN as soon as it is available. Once the SSN is entered, it will be verified through the SSA daily interface and the 'AG' code will appear.

**FAILURE TO  
COMPLY WITH SSN  
REQUIREMENTS**

If a required filing unit member fails or refuses to furnish the assigned SSN, without good cause, the entire filing unit is ineligible.

**TEAMS  
PROCESSING**

Assigned SSNs are entered on the SSDO screen. When a filing unit member does not have an assigned SSN, the date of the application for an SSN (Form SS-5) should be entered in the SS-5 date field. If this member is a newborn, the child's date of birth is entered.

The Social Security Administration (SSA) will report SSN mismatches on individuals via ALERTS such as 'NAME DOES NOT MATCH SSA NAME FOR (SSN)' or 'DOB FOR (SSN) DOES NOT MATCH SSA'. If this occurs, the Eligibility Case Manager shall contact the participant and request him/her to immediately investigate the problem.

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**PROCEDURE****ACTION**

Eligibility  
Case Manager:

1. Inform the applicant/participant that disclosure of the SSN is mandatory and that the SSN will be used in the administration of the program.
2. Refer the individual to the local social security office to obtain an SSN or update current data such as a name change.

Applicant/  
Participant:

3. Furnish the assigned SSN
4. If an SSN has not been assigned, make application and provide a receipt from the social security office as verification that an application has been completed and filed. Furnish a copy of the assigned SSN immediately upon receipt.

Eligibility  
Case Manager:

5. Once the assigned SSN is known, enter the number on the SSDO screen using 'CS' (client statement) verification code. TEAMS will interface daily with SSA and the 'CS' code will automatically change to 'AG' if the SSN is correct.